

# CTA Weekly Job Postings

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Req No.	Title	JobType	Brief Description	Location	Expires
220000CA	! Bus Mechanic	Full-time Permanent (FTP)	Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.	Chicago, IL	4/15/23
22000029	! FULL TIME BUS OPERATOR	Full-time Permanent (FTP)	Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.	Chicago, IL	4/15/23
2300003Z	Coordinator, IT Contract Services	Full-time Permanent (FTP)	Under general supervision, performs all administration and coordination activities related to all contracts and invoices for the Technology department, including the maintenance of documentation for all contracts, invoices, payments, and emergency services. Acts as liaison for maintenance contractors and various Authority departments, including the Procurement and Maintenance departments and ensures compliance with governing contractual policies. Interacts with end users to ensure services are rendered satisfactorily. Accomplishes negotiation, award and administration of research contracts, grants, and collaboration agreements with specialized experience in technology transfer agreements administration.	Chicago, IL	3/31/23
2300003Y	Coordinator, Facilities Security	Full-time Permanent (FTP)	Under general supervision, coordinates and monitors performance of all components of contract security including the audit of invoices. Assists in monitoring and reporting crime trends on CTA and public safety strategies with local law enforcement agencies.	Chicago, IL	3/31/23
2300003X	Payroll Specialist	Full-time Permanent (FTP)	Under general supervision, provides administrative support in the processing and review of payroll processes. Reviews various payroll data for accuracy prior to payroll processing and resolves payroll issues. Processes time capture data submitted by the field and assists department with software and application testing.	Chicago, IL	3/31/23

2300003W	Coordinator, Insurance Controls	Full-time Permanent (FTP)	Coordinates the activities of Risk Compliance and Insurance activities across the CTA System. Assist the Deputy General Counsel in the review, recommendations, approval, processing and overall management of the certificate of insurance program for liability, property and corporate insurance requirements for all vendors providing services or material to the CTA. Assists in reviewing requirements against any and all risk loss to the CTA's property and assets. Assists in the reviews and revisions to department procedures. Involved in the evaluation and development of computer systems supporting Risk Compliance and Insurance. Maintains the enrollment process for the CTA blanket Railroad Protective Insurance and Art Insurance programs. Review and approval of insurance for personal vehicle used for authority business by CTA employees.	Chicago, IL	3/31/23
2300003V	Business Analyst, Supply Chain Operations	Full-time Permanent (FTP)	Under general supervision, studies business processes, analyzes and documents data needs, creates specifications, and recommends solutions to improve processes and systems. Tracks process improvement activities and assists with budget administration and special studies.	Chicago, IL	3/31/23
2300003U	Coordinator, Labor Relations & Due Process	Full-time Permanent (FTP)	Assists manager with managing activities associated with the administration of the CTA's labor agreements including contract interpretation and disciplinary matters. Maintains individual caseload of grievances filed and represents the CTA in addressing, investigating, and resolving labor issues between management and CTA's unions. Ensures consistent application of contracts, rules, regulations, policies, procedures, and discipline guidelines. Maintains amicable working relations between management and unions. Manages data entry and produces information requests when inquiries arrive.	Chicago, IL	3/31/23
23000012	Bus Servicer	Full-time Permanent (FTP)	Performs basic cleaning duties to the interior and exterior of Authority buses and services with fuel, oil and water.	Chicago, IL	3/31/23

23000038	Senior Manager, Bus Scheduling Design & Development	Full-time Permanent (FTP)	Leads a team to quarterly develop content for external customers (public timetable) and internal use (run paddles and supervisor guides). The scheduling data is the pillar of the agency's bus system, specifically for operationally (pick & special events) and for downstream systems, such as AVAS and TOPS. Understands the fundamentals of scheduling design and development, including scheduling software and process, such as run cutting, crewing, etc. Oversees all components of the scheduling process and coordinates in a way that meets customer demand, satisfies quality-of-life work rules and optimizes use of vehicle and workforce while maximizing operational efficiency.	Chicago, IL	3/31/23
23000044	Coordinator, Business Administration	Full-time Permanent (FTP)	Under direction, performs various business administration activities including budget preparation, monthly budget reports and administration of the learning management system. Plans, administers and coordinates logistics for trainings, orientations, and related activity for the Training and Workforce Development department. Helps develop processes and best practices related to department business management and assists in the coordination of day-to-day business operations.	Chicago, IL	4/7/23
23000046	Vice President, Vehicle Maintenance	Full-time Permanent (FTP)	Plans, directs and coordinates the principal planning and operating functions of the Bus and Rail Maintenance operations, programs, activities and personnel. Balance the need to meet budget marks and improve ridership, while moving the organization toward a customer focus. Eliminate safety problems through increased security and minimization of service delays.	Chicago, IL	4/7/23
23000045	Vice President, Technology	Full-time Permanent (FTP)	Provides technology vision and leadership and day-to-day management of Information Technology (IT) application, network, security, and hardware systems throughout the Authority. Establishes and directs the strategic long-term goals, policies, and procedures for the Authority's Technology department. Directs the strategy and procedures for acquiring, deploying, maintaining, supporting, or replacing IT software and hardware assets. Establishes and directs the strategy for protecting, storing, and retrieving data that comes from various information systems. Manages multi-million dollar contracts, grants, and IT capital investments, and ensures the IT resources of the CTA integrate technology into the strategic and operational plans of the institution.	Chicago, IL	4/7/23

23000043	Inspection Terminal Instructor I	Full-time Permanent (FTP)	Under general supervision, conducts training relative to repair, maintenance, operations, and servicing of rapid transit cars and equipment at field locations and the central training facility for employees, utilizing classroom sessions, demonstrations, and on-the-job instructions.	Chicago, IL	4/7/23
23000040	Testing Engineer I	Full-time Permanent (FTP)	Investigates electrical and mechanical problems as they relate to facilities maintenance equipment. Provides technical support to various departments within facilities engineering and maintenance.	Chicago, IL	4/7/23
23000047	2023 Internship and Education Programs, One Summer Chicago Cohort Lead Intern	Part-time Temporary (PTT)	Chicago Transit Authority is the second largest transit system in the country! Our college internship program offers summer and year-long internships that provide students with valuable work experience, professional development, and mentorship. Students receive exposure to the discipline of the workplace and are guided by subject matter experts who assist them in acquiring the skills, knowledge, and experience needed to perform in today's technically demanding careers.	Chicago, IL	4/9/23
2300004L	Administrator, Rail Engineering Projects	Full-time Permanent (FTP)	Under direction, performs various sensitive administrative and project related activities in support of the office of the Rail Engineering and Technical Services department. Develops, implements and maintains standards, policies and procedures for the control and retrieval of all Rail Engineering project records and information.	Chicago, IL	4/14/23
2300004K	Full-Time Temporary Legal Assistant - Torts	Full-time Temporary (FTT)	Under general supervision, performs clerical, administrative, and general office duties in support of Authority attorneys and projects within the Torts Section.	Chicago, IL	4/14/23
2300004J	General Manager, Rail Maintenance	Full-time Permanent (FTP)	Participates in the development of the department's programs, goals and objectives. Manages, directs and coordinates rail vehicle light maintenance activities including: inspections, repair, servicing and cleaning for all rail maintenance terminals.	Chicago, IL	4/14/23
2300004I	Mechanical / Electrical Engineer III	Full-time Permanent (FTP)	Performs mechanical/electrical-engineering projects involving the application of a comprehensive and diversified knowledge of engineering principles and practices in the operation and maintenance of CTA transit revenue vehicles, service vehicles and various pieces of garage equipment.	Chicago, IL	4/14/23

2300004H	Communications Technician	Full-time Permanent (FTP)	Tests, repairs and adjusts electronic communication equipment used by the Authority. Provides technical support at the CTA's Control Center and supporting field locations for technology systems including but not limited to radio, telephone, public address, video, realtime bus and train systems, IP-based systems, and supporting infrastructure.	Chicago, IL	4/14/23
2300004G	Manager, Supply Chain Vendor Performance	Full-time Permanent (FTP)	Monitors and oversees all Supply Chain activities to ensure vendor compliance with the terms of contracts related to vehicle parts and services. Works in cooperation with Authority's user departments in the analysis of third party vendor contract utilization for parts and supplies. Reviews and recommends inventory adjustments regarding inventory requirements and pricing.	Chicago, IL	4/14/23
2300004F	Signal Engineering Coordinator	Full-time Permanent (FTP)	Coordinates the activities of personnel involved in the planning and design of various engineering projects relating to signal equipment, including interlocking, overspeed protection, block signals, grade crossings, pedestrian crossings, remote control, centralized train control and various related systems to provide the Authority with a signal system that maximizes safety, operational flexibility and maintainability.	Chicago, IL	4/14/23
2300004E	Structure Engineering Coordinator	Full-time Permanent (FTP)	Coordinates activities of personnel involved in estimating, designing, and planning of various structure engineering projects. Under direction, functions as lead professional engineer managing projects of considerable complexity involving the selection and application of engineering techniques, procedures, and criteria for the design, construction, and maintenance of CTA structural systems.	Chicago, IL	4/14/23
2300004D	Mechanical Engineer III	Full-time Permanent (FTP)	Performs mechanical engineering assignments involving the application of a comprehensive and diversified knowledge of engineering principles and practices in broad areas of assignments.	Chicago, IL	4/14/23
2300004C	Senior Manager, Utility Services	Full-time Permanent (FTP)	Plans, supervises and coordinates the activities of personnel involved in providing the maintenance, scheduling and operation of non-revenue service vehicles. Oversees and monitors section programs and objectives to ensure that the non-revenue service vehicles and equipment are safe, properly maintained and operated.	Chicago, IL	4/14/23
2300004B	Order Control Clerk	Full-time Permanent (FTP)	Chicago Transit Authority requires all employees to be COVID-19 vaccinated. If you are offered employment, proof of COVID-19 vaccination will be required as a condition of employment and as part of the hiring process. Visit <a href="http://www.transitchicago.com/careers">www.transitchicago.com/careers</a> for full notice.	Chicago, IL	4/14/23

2300004A	Coordinator, Non-Revenue Fleet Services	Full-time Permanent (FTP)	Coordinates, and directs operations, systems, and programs pertaining to the repair, fueling, and monitoring of all non-revenue vehicles and equipment owned by the Authority.	Chicago, IL	4/14/23
23000049	EEO Investigator	Full-time Permanent (FTP)	Under general supervision, investigates and responds to internal and external complaints involving allegations of discrimination and harassment that violate CTA's Equal Employment Opportunity (EEO) Title VI and Title VII programs, which reflect federal, state and local laws. Serves as an impartial mediator to resolve employee conflict. Assists with EEO trainings for management and non-management staff and in developing and enhancing EEO policies, procedures, and informational materials.	Chicago, IL	4/14/23
23000048	Bus Revenue Equipment Field Technician	Full-time Permanent (FTP)	Installs, troubleshoots, repairs and maintains the Authority's bus farebox and vault equipment.	Chicago, IL	4/14/23
2300000A	Civil Engineer III	Full-time Permanent (FTP)	Under general supervision, performs senior level professional engineering work of considerable complexity involving the selection and application of engineering techniques, procedures, and criteria for the design, construction and maintenance of transportation infrastructure, track, and facilities projects. Manages moderately complex projects.	Chicago, IL	4/14/23
23000000	Civil Engineer II	Full-time Permanent (FTP)	Under general supervision, performs intermediate level professional engineering work of moderate complexity involving the selection and application of engineering techniques, procedures, and criteria for the design, construction and maintenance of transportation infrastructure, track, and facilities projects. Manages routine projects.	Chicago, IL	4/14/23
2300003R	Analyst, Bus Scheduling	Full-time Permanent (FTP)	Develops bus schedules for the nation's second largest public transportation system with a network of 128 bus routes, operated by over 3,000 bus operators utilizing 1,800 buses and serving nearly 900,000 passengers daily. The position involves the development of public-facing route schedules as well as schedules for the personnel and vehicles needed to provide this service. The analyst works to ensure that these components are scheduled and coordinated in a way that meets customer demand, satisfies quality-of-life work rules and optimizes use of the bus fleet, all while maximizing operational efficiency.	Chicago, IL	4/14/23

23000039	Chief Attorney - Corporate	Full-time Permanent (FTP)	Under direction, performs senior level professional legal work related to corporate matters involving the Authority. Represents the Authority in major procurements, capital improvement projects, bond issues and other financing arrangements, grants, intergovernmental agreements, real estate matters, intellectual property matters, technology contracts, regulatory compliance, and other commercial transactions. Provides advice pertaining to a wide variety of legal topics. This role is a transactional role and does not include any litigation responsibilities.	Chicago, IL	4/17/23
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*Service Area Requirement: Exempt (Non-Union) employees must live within the boundaries of the CTA Statutory Service Area either at the time of employment or within 6 months of beginning employment at CTA.*